

**Pre-proposal Conference Summary**  
**REQUEST FOR PROPOSALS**  
**RFP K16-0083-40**  
**VIDEO SECURITY SYSTEM WITH NVR**  
**QUEEN ANNE'S DISTRICT COURT**  
**April 11, 2016**

Judiciary Panel Representatives:

Robin Smith, Procurement Office  
Mike Jones  
DGS representative

Attendees list is posted as a separate document on the Judiciary's Procurement website and eMarylandMarketplace.

Ms. Smith, Procurement Officer for the Request for Proposals (RFP), convened the meeting at 10:00 am and asked the Judiciary panel representative to introduce himself.

Ms. Smith placed emphasis on the following:

- As the Procurement Officer, Ms. Smith is the sole point of contact for the RFP. Making contact with anyone other than Ms. Smith could result not only in receiving incorrect information, but may also result in the rejection of the Offeror's proposal. This prohibition does not extend to the contracted personnel currently working in the positions advertised in this RFP.
- RFP Section 3.4 Volume I Technical Proposal  
No extras. Only 1 original and 3 copies only!
- RFP Section 1.9 Proposal Due/Closing Date - proposals must be delivered to the Procurement Officer on time by April 25, 2016 by 2:00 pm Local Time. Proposals received late will not be considered. Electronic submissions will not be considered.

**Information from Pre-proposal Conference**

- Mr. Mike Jones will obtain building plans

Ms. Smith requested that all questions be submitted to her in writing via e-mail. Q&A documents will be posted to our web site and eMaryland Marketplace as well as any Addendums to RFP.



**Notice: Nothing stated at the Pre-Proposal conference may change the RFP unless a change is made by the Procurement Officer by written amendment. This summary does not constitute a written amendment.**

**Offerors are specifically directed NOT to contact any Judiciary personnel or its contracted consultants for meetings, conferences, or discussions that are specifically related to this RFP at any time prior to any award and execution of a contract. Unauthorized contact with any Judiciary personnel or the Judiciary's contracted consultants may be cause for rejection of the Offeror's proposal.**